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17 January 1955

MEMORANDUM FOR: Chief, DD/P-Admin

VIA: FI/Admin  
Chief, FI

SUBJECT: DD/P Records Management Program Liaison Report

1. Reference is made to the meeting in your office on 12 January 1955, at which were discussed DD/P and Records Management Division liaison, as well as vital documents. In accordance with your instructions, regarding specific RI action, the following actions are reported.

2. An Intelligence Analyst familiar with Agency and DD/P regulatory material will make a scheduled trip monthly to the vital document repository to revise physically the manuals of regulations held as vital materials.

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3. The Chief, RI and Deputy Chief, RI met with Mr. [REDACTED] Chief, Records Management Division, Management Staff on 13 January 1955 for the purpose of clarifying Agency records management requirements as far as DD/P area is concerned and to determine exactly what types of information and reporting were desired from the DD/P area. Data requested on volume of records and equipment by Mr. [REDACTED] have been gathered and are being forwarded to the Records Management Division under separate memorandum. This discussion with Mr. [REDACTED] also revealed a need for further policy definition of the scope of the records management program within the DD/P area to conform to Agency program. These definitive requirements will be developed and presented to your office as the subjects of further papers. It was agreed that in the interest of uniformity between DD/P Senior Staffs and Area Divisions' records, as well as in the interest of operational security, all contacts between the Records Management Division, Management Staff, and the DD/P area will be made through the Area Records Officer in the RI Division.

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4. A meeting is scheduled on 18 January 1955 for the purpose of discussing machine techniques and requirements as concerns the DD/P records activity. Attending this meeting will be Mr. [REDACTED]

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